

**Senior Health Advisor****Solicitation Number: PSC-294-2010-001**

Agency: Agency for International Development

Office: Overseas Missions

Location: West Bank, Gaza USAID-West Bank

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**Notice Type:**

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**Synopsis:**

Added: Dec 09, 2009 8:12 am

SOLICITATION NO.: PSC 294-2010-001

ISSUANCE DATE: December 9, 2009

CLOSING DATE: January 7, 2010

Gentlemen/Ladies:

Subject: US Personal Services Contract (PSC)

Senior Health Advisor (2 Years) - Renewable

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Standard Form 171's / or / Optional application for Federal Employment Form (OF-612)) from persons interested in providing the Personal Services Contract (PSC) services described below.

Submissions shall be in accordance with the attached information at the place and time specified.

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-à-vis the Evaluation Criteria. Applicants should note that the salary history for the purposes of the SF-171 and Of-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc. Applicants are reminded and required to sign the certification at the end of the SF-171 or OF-612. Resumes may be attached to the SF-171 or OF-612.

Any questions as well as submission of the applications and the required documents in response to this solicitation may be directed to Ms. Diana Zu'bi who may be reached at Fax No. 972-3-511-4894, or via E-mail address: [dzubi@usaid.gov](mailto:dzubi@usaid.gov).

Applicants should retain for their records copies of all enclosures which accompany their applications.

This solicitation does not represent a commitment on behalf of the USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a application in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Ann Posner  
Supervisory Executive Officer  
USAID/West Bank and Gaza

SOLICITATION NUMBER: PSC 294-2010-001

ISSUANCE DATE: December 9, 2009

CLOSING DATE: January 7, 2010 by 16:30 Tel Aviv local time

POSITION TITLE: Senior Health Advisor

MARKET VALUE: GS-15 salary range (\$98,156 - \$127,604).

PLACE OF PERFORMANCE: USAID/West Bank and Gaza Mission offices,  
Tel Aviv, Israel

PERIOD OF PERFORMANCE: Two years with a possible extension

POSITION TITLE OF DIRECT SUPERVISOR: The Senior Health Advisor will work under the general supervision and policy guidance of the USAID/West Bank and Gaza Office Director for Health and Humanitarian Assistance (HHA).

SECURITY ACCESS: Secret Clearance

AREA OF CONSIDERATION: U.S. Citizens

MARKET VALUE: The market value for this PSC is equivalent to a GS-15 level. The salary range for a GS-15 level is \$98,156 - \$127,604. In addition, the Mission has a Cost Of Living Allowance (COLA) and Danger Pay. The salary will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.

## A. BACKGROUND

### 1. MISSION PROGRAM

USAID/West Bank and Gaza is at the core of U.S. Government engagement in the Middle East. In an extraordinarily complex political, policy, legal, and security operating environment, the Mission is committed to work towards the achievement of the U.S. foreign policy objective for a two-state solution to the Palestinian-Israeli conflict. Through assistance activities in five technical areas --- Democracy and Governance, Education and Youth, Water Resources and Infrastructure, Private Enterprise, and Health and Humanitarian Assistance --- USAID is working with key stakeholders within the Palestinian Authority (PA) to help build the institutions of a viable, democratic Palestinian state living in peace and security with Israel. In addition, the Mission maintains a robust engagement with the non-governmental and private sectors to support diversity and quality in social sector services (health, education) and effective civil society engagement.

### 2. OFFICE OF HEALTH AND HUMANITARIAN ASSISTANCE (HHA)

The Office of Health and Humanitarian Assistance (HHA) manages a portfolio valued at approximately \$155.35

million that supports projects in Palestinian health sector reform, maternal and neonatal care, nutrition, and food assistance. The \$85.4 million Palestinian Health Sector Reform and Development Project (the "Flagship Project") is the centerpiece of the Mission's commitment to developing Palestinian health institutions to meet the priority public health needs of the population. This five-year contract was awarded in September 2008. In order to provide an integrated package of development assistance to the Palestinian Authority (PA) Ministry of Health (MoH), eligible non-governmental organizations (NGOs) and health education institutions, activities under the Flagship Project are framed in three components: (1) health sector reform and management, (2) clinical and community-based health, and (3) procurement of health and humanitarian assistance commodities. Capacity-building activities for the MoH are being implemented based on the results of a participatory needs assessment conducted in November/December 2008 which have been incorporated into a five-year PA Institutional Development Work plan (IDP). The IDP serves as the strategic framework for Flagship Project interventions and includes a broad range of health sector reform initiatives including developing a new national health insurance program, creating a more transparent and cost-effective MoH procurement system, introducing a health facility accreditation program, institutionalizing quality improvement for better clinical and community-based health care services, and implementing a new health information system for better data management and decision-making. Technical priorities include maternal and child health, chronic diseases, emergency care, rehabilitation services, injury prevention, and behavior change communication.

The Mission also provides direct assistance to the Holy Family Hospital of Bethlehem, a center of excellence for maternal and neonatal care in the West Bank. Since 2005, USAID has partnered with the Hospital to further enhance its capacities to deliver top quality, state-of-the-art services, especially for high-risk mothers and newborns. This assistance amounts to \$5.55 million. Current support includes short and long term specialty training for doctors, nurses, and midwives, continuing education programs such as Scientific Days and the Visiting Professor Program, plus expansion of the Well Woman and Outreach Clinic program.

Through USAID's Global Health A2Z Micronutrient Program, the Mission is supporting the Ministry of Health's capacity to develop, disseminate, and monitor compliance with national standards for micronutrient fortification. Activities include capacity-building for the MoH's Central Public Health Laboratory to collect samples of fortified food products and conduct quality control analyses to ensure compliance with national standards. Activities are coordinated with UNICEF and the World Food Program to ensure complementarity of interventions to improve the quality of fortified foods provided to the Palestinian population and address widespread micronutrient deficiencies, especially among young children and women of reproductive age.

Finally, the HHA portfolio includes a \$62.275 million grant to the World Food Program to provide assistance to over \$365,000 food insecure non-refugee beneficiaries in the West Bank and Gaza. The Mission's cash donation is complemented by \$19.116 million donation of in-kind commodities from USAID/Washington's Food for Peace (FFP) Program in FY09. The bi-monthly food baskets include essential items such as fortified wheat flour, vegetable oil, chick peas, sugar, and salt. Beneficiary selection and food distribution is managed by U.S. NGOs working in partnership with WFP.

## B. POSITION DESCRIPTION

### 1. BASIC FUNCTION OF THE POSITION

The Senior Health Advisor at USAID/West Bank and Gaza will have the responsibility to help strengthen and advance health sector reform and development in the Palestinian context, will serve as a key technical expert,

resource and program manager for activities under the rapidly growing HHA portfolio. Responsibilities will include a full range of management, planning, program design, advisory, and administrative functions for health-related activities.

The Senior Health Advisor will report to the HHA Office Director on policy and technical matters, and on management and coordination issues. As a senior-level advisor and technical expert, s/he will also exercise significant independent judgment on matter of policy and technical direction and will make decisions that ensure successful program implementation. Moreover, s/he may be required to provide policy analysis and options as requested by senior Mission management and other U.S. Government officials through the HHA Office Director. The Senior Health Advisor will also represent USAID, as requested and appropriate, at meetings with Palestinian Authority officials and technical counterparts, donors, non-governmental organizations, beneficiaries, and implementing partner staff.

The work is challenging because of the complex legal, regulatory, political, and security environment in which USAID implements its activities in the West Bank and Gaza. The Senior HHA Advisor must be able to rapidly assimilate, analyze, and respond to rapidly changing circumstances and help guide USAID projects to achieve optimal results. S/he must be proactive and innovative in bringing state-of-the-art technical practices to the Palestinian development context. Cross-cultural communications, cultural sensitivities, and outstanding communication and interpersonal skills are essential for success.

## 2. DUTIES AND RESPONSIBILITIES

The Senior Health Advisor's specific duties and responsibilities are as follows:

- ☐ serve as a Mission technical expert and adviser with regards to health issues impacting the West Bank and Gaza
- ☐ serve as the Contracting Officer's Technical Representative (COTR) or as a Project Component Activity Manager for the Palestinian Health Sector Reform and Development Project (the Flagship Project) with all attendant technical and administrative responsibilities as delegated in the COTR or Activity Manager designation letter
- ☐ on a daily basis, design, manage, implement, coordinate, and monitor components of the HHA portfolio
- ☐ coordinate HHA program planning processes and reporting requirements with respect to portfolio reviews, performance reports, operational plans, procurement plans, staffing plans, performance management plans, budget plans, weekly progress reports, etc.
- ☐ serve as the Agreement Officer's Technical Representative (AOTR) or Activity Manager for other HHA activities as assigned with all attendant technical and administrative responsibilities as delegated in the AOTR or Activity Manager designation letter
- ☐ ensure compliance with administrative policies and directives, including the Mission's anti-terrorism policies and

procedures, with respect to activities for which s/he is responsible

- ☐ provide expert technical review and recommendations regarding a wide range of program materials and work products produced by implementing partners such as surveys, studies, analyses, consultant reports, clinical guidelines and protocols, teaching materials for health professionals, health sector management and planning tools, sub-grants, etc.
- ☐ establish and maintain strong and effective working relations and coordination with senior level representatives and technical leaders from a wide range of stakeholders including the Palestinian Authority Ministry of Health, implementing partners (contractors and grantees), donor organizations, United Nations agencies, non-governmental organizations, the U.S. Embassy in Tel Aviv (USG representation to the State of Israel), the U.S. Consulate General in Jerusalem (USG representation to the Palestinian Authority), USAID/Washington (Global Health Bureau, Middle East Bureau, Food for Peace Program).
- ☐ represent USAID/West Bank and Gaza at local, regional, and international meetings/seminars/conferences, and via conference calls and correspondence, as related to health issues
- ☐ provide expert analysis, advice, and recommendations using available demographic and health data to help inform development of U.S. government (USG) policy and design of assistance interventions
- ☐ in consultation with the HHA Office Director, advise USAID/West Bank & Gaza's Front Office, U.S. Embassy/Tel Aviv, U.S. Consulate/Jerusalem, senior USAID/Washington personnel and technical offices, and the Palestinian Authority regarding key health development-related issues affecting policy, strategic planning, technical advice, programming, activity design, budgeting, implementation, monitoring, managing for results, and other USAID program management matters
- ☐ prepare health-related reports and briefing materials for a variety of reporting purposes and for briefing official visitors
- ☐ perform other tasks as required by the Mission consistent with the overall scope of a technical expert and advisor in health as defined herein

### 3. PROGRAM ANALYSIS AND REPORTING

The Senior Health Advisor shall:

- a. In collaboration with the HHA Office Director, prepare annual work objectives within 30 days of arriving at post and, thereafter, no later than the anniversary date of this contract. These will serve as the basis for how performance will be measured.
- b. Prepare brief quarterly reports for the HHA Office Director on activities undertaken, success stories, and any issues and problems.

c. Prepare a report 30 days prior to the anniversary of this contract which summarizes the activities undertaken during the year including the contractor's contribution to achieving HHA strategic objectives. The report will include a summary of the Senior Health Advisor's contributions to health sector reform and management results, with particular emphasis on the Flagship Project. For other portfolio activities, a brief (1-2 page) summary of the principal accomplishments/successes and challenges/problems from the reporting period will also be provided. Recommendations for improved achievement of portfolio results will also be included.

#### 4. POSITION ELEMENTS

**Supervisory controls:** The Senior Health Advisor is expected to demonstrate a high level of independence, professionalism, judgment, and responsibility. S/he will report directly to the HHA Office Director.

**Authority to make commitments:** The Senior Health Advisor will have authorities related to technical and administrative management of the Flagship Project and other assigned HHA activities as are specified and delegated by the Contracting Officer through the COTR or Activity Manager designation letter. In addition, s/he will play a key role in informing the Mission's decisions regarding funding for HHA activities, provision of technical assistance, and other program activities related to effective management of USAID resources.

**Nature, level, and purpose of contacts:** The Senior Health Advisor will work on a daily basis with HHA team members, as well as with a wide range of other technical and administrative support staff in the Mission. The incumbent will have frequent high level contact with key stakeholders within the Palestinian Authority Ministry of Health, UN agencies, international donor organizations, USAID/Washington, and with other USG offices. As COTR or Activity Manager, the Senior Health Advisor will interact on a daily basis with implementing partners, including senior project management leaders.

**Exercise of Judgment:** Independent judgment must be exercised on a broad range of project management issues and when meeting with contractor managers and technical staff, Palestinian officials, NGO counterparts, and other donors. The Senior Health Advisor must be able to analyze complex situations and identify the requirements needed to resolve problems. The incumbent must be able to recognize requests for decisions or positions that require prior USAID review and approval.

**Supervision Exercised:** None.

**Time Required to Perform Full Range of Duties:** The first six months of employment will be considered a probationary period. The incumbent is expected to perform the full range of duties within this timeframe.

**Available Guidelines:** USAID's Automated Directives System (ADS); Mission Orders; established USAID/West Bank and Gaza administrative procedures and regulations; standard accounting, auditing and financial management operating procedures and systems requirements; the Palestinian Health Sector Reform and Development Project contract and associated documents (i.e. work plans, Performance Monitoring Plan, sub-contracts/sub-awards, etc.); COTR or Activity Manager designation letter; Mission Strategic Plan; Annual Operational Plan, etc.

## 5. SKILLS AND ABILITIES

This is a senior technical and management position within USAID/West Bank and Gaza. Because of the complex policy, legal, political, and security environment, a broad combination of technical, analytical, managerial abilities are required, combined with excellent interpersonal, communications, and writing skills. The Mission seeks a strategic thinker with proven health development experience, including implementation of new strategies and projects, activity design and on-going program management, strong managerial, administrative, and supervision skills. Prior experience as an effective senior-level manager in USAID or another donor or international development agency is preferred. Previous experience in the region would also be helpful. The incumbent must also demonstrate mastery of a range of highly specialized health skill sets, including but not limited to experience in two or more of the following areas: primary health care, community-based health care, maternal and child health, chronic diseases, health sector reform, health management/administration, health care financing, behavior change communication, quality improvement / performance improvement for health services. The varied duties and responsibilities also call for broad professional education, training, and knowledge, including familiarity with US foreign policy goals and objectives for the Middle East.

## C. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA

In order to be considered for the position, a candidate must be a U.S. citizen and must submit an application in accordance with the guidance below in Section I. - How to Apply. In addition, a candidate must meet the Selective Factors listed below. Consideration and selection will be based on a panel evaluation of the evaluative criteria. Interviews and a writing exercise may be requested, and professional references will be checked at the discretion of USAID/West Bank and Gaza. Applicants are required to prepare a brief narrative demonstrating how prior experience, education, and training address the evaluative criteria listed below.

Candidates must also have effective computer skills particularly in MS Office. The selected candidate must be willing to travel to Jerusalem and to the West Bank, the latter requires a security escort which will be provided by the Mission. Travel to Gaza is prohibited at this time. Periodic regional or international travel may also be required.

The selected candidate must be able to obtain USAID secret security clearance. This process involves a comprehensive background investigation performed by the appropriate U.S. Government agency. A State Department Medical Clearance will also be required. Details on how to obtain U.S. State Department Medical Unit clearance will be provided once a job offer is made and accepted.

### EVALUATION CRITERIA:

The Senior Health Advisor GS-15 selection criteria are as follows:

#### 1. EDUCATION: (20 points)



A Masters degree in Public Health, International Health, Nursing, Health Administration, or a related field is required. Additional education would be considered a benefit.

## 2. WORK EXPERIENCE: (45 points)

A minimum of eight years of demonstrated technical and managerial leadership in international health and development is required. At least four years of the work history must include experience with a bilateral or multilateral donor organization. Previous experience as a contracting/agreement officer technical representative is highly desirable.

Expertise in the design and management of technically relevant activities and demonstrated mastery of a range of highly specialized health skill sets in two or more of the following areas: primary health care, community-based health care, maternal and child health, chronic diseases, health sector reform, health administration, health information systems, behavior change communication and quality improvement/performance improvement for health services.

## 3. KNOWLEDGE, SKILLS AND ABILITIES: (35 points)

Demonstrated experience in a team environment and excellent skills as a program manager are required. Strong interpersonal skills and proven ability to work effectively in a culturally diverse context are required. Superior oral and written communication skills in English are required. Demonstrated ability to establish and maintain high level contacts with a host country government, donor organizations, bilateral and multilateral agencies, and private-sector organizations is necessary. Excellent time management skills and ability to cope effectively with a fast-paced, sometimes stressful, work environment are essential.

## D. COMPENSATION

The position has been classified at a GS-15 level. The actual salary of the successful candidate will be negotiated within the GS-15 pay band, depending on qualifications and previous salary history. It is unlikely that an individual will be selected who does not already have the prior training and experience to fully perform at the GS-15 level, or who in some other way does not fully meet all requirements for the position. However, should such an individual be offered a position, the offered salary may be at less than the minimum salary in the GS-15 pay band.

## E. PHYSICAL DEMANDS

The working environment at the USAID West Bank and Gaza Mission is stressful due to the ongoing conflict. Due to the unpredictable security situation, travel of all Americans, including USPSCs to West Bank, is subject to the Regional Security Officer's (RSO) approval and requires a security escort. Travel to Gaza is not permitted.

## F. WORK ENVIRONMENT

The HHA Office is comprised of a USDH Office Director and five Foreign Service National staff. The USAID West Bank & Gaza Mission is based in Tel Aviv, Israel. The Mission works closely with the U.S. Consulate General in

Jerusalem and the U.S. Embassy in Tel Aviv.

#### G. DURATION OF CONTRACT

The term of the contract shall be for two years, with the option to extend depending on the need for continuation of such services, availability of funds and satisfactory performance.

#### H. START DATE

The contractor should be available to start as soon as possible subject to appropriate medical and security clearances.

#### I. HOW TO APPLY

##### INSTRUCTION to APPLICANTS:

(a) Interested individuals are requested to submit an Optional Application for Federal Employment Form (OF-612) or a Standard Form 171 (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do> , or at Federal offices);

(b) Applicants are required to provide three references with the complete contact information and a current resume/curriculum vita (CV) as an attachment to the SF-171 or OF 612.

##### LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can be found at:

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

1. Standard Form 171 or Optional Form 612
2. Contractor Physical Examination (AID Form 1420-62) \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86) \*
4. Finger Print Card (FD-258) \*

\* Forms 2 through 4 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

This solicitation is issued as of the date of this letter and closes at 16:30 local time on January 7, 2010, Tel Aviv, Israel. This office must receive your application prior to the closing date and time in order for you to be considered for this position.

Please send your application to the attention of Ms. Diana Zu'bi, either via email at [hrwbg@usaid.gov](mailto:hrwbg@usaid.gov) or by fax to fax number 972-3-511-4894 or using the following address, as applicable.

Delivered by Courier or Express Mail:

Diana Zu'bi, USAID  
Trade Tower Building, 10th Floor  
25 HaMered Street  
Tel Aviv, Israel

This solicitation does not represent a commitment on behalf of the USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of an application in response to this solicitation. Awarding a contract is subject to the availability of funds.

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#### BENEFITS AND ALLOWANCES:

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

##### 1. BENEFITS

Employee's FICA Contribution  
Contribution toward Health and Life Insurance  
Pay Comparability Adjustment  
Annual Increase  
Eligibility for Worker's Compensation  
Annual & Sick Leave

##### 2. ALLOWANCES (If Applicable): \*\*

(A) Temporary Lodging Allowance (Section 120)  
(B) Living Quarters Allowance (Section 130)  
(C) Post Allowance (Section 220)  
(D) Supplemental Post Allowance (Section 230)  
(E) Separate Maintenance Allowance (Section 260)  
(F) Education Allowance (Section 270)  
(G) Education Travel (Section 280)  
(H) Post Differential (Chapter 500)  
(I) Payments during Evacuation/Authorized Departure (Section 600), and  
(J) Danger Pay (Section 650)

\*\* Standardized Regulations (Government Civilians Foreign Areas)

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

### 3. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

06-12 Homeland Security Presidential Directive-12 (HSPD-12) implementation

06-11 Home leave and revised General Provision 5, Leave and Holidays

06-10 PCS medical expenses payment responsibility

06-08 AIDAR, Appendices D&J: Using the optional schedule to incrementally fund contracts

06-07 AIDAR, Appendix D: Contract budget salary determination and salary increases

05-08 Personal Services Contracts - Annual health insurance costs for 2005

05-02 Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years

04-15 Cash awards for USPSCs and TCNPSCs

03-07 Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process

01-10 Revision of Medical Clearance Process-Personal Services Contracts (PSCs) with U.S. Citizens.

01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)

00-08 Revision of Competitive Process-Personal Services Contracts (PSCs) with U.S. Citizens.

00-03 2000 FICA and Medicare Tax Rates for Personal Services Contracts(PSCs)

99-22 PSC Policy

99-15 Changes to AIDAR Concerning Resident Hires and Deviations.

98-23 Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements.

98-14 Change in Required Application Form for USPSCs

98-12 Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs

97-17 PSCs with U.S. Citizens or U.S. Residents Aliens Recruited from the U.S.

97-16 Class Justification for Use of Other than Full & Open competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less

96-23 Unauthorized Provision in Personal Services Contract

94-9 Sunday Pay for U.S. Personal Services Contractors (PSC)

93-17 Financial Disclosure Requirements Under a Personal Services Contract (PSC)

89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles.

**Contracting Office Address:**

Amer Emb/Tel Aviv  
Unit #7228  
APO, 09892-0206

**Place of Performance:**

USAID West Bank and Gaza Mission offices, Tel Aviv Israel  
Tel Aviv, Non-U.S.  
Israel

**Primary Point of Contact.:**

Diana Zu'bi,  
Human Resources Specialist  
[dzubi@usaid.gov](mailto:dzubi@usaid.gov)  
Phone: 97235114856  
Fax: 97235114894

**Secondary Point of Contact:**

Randa Sahwani,  
Human Resources Assistant  
[rsahwani@usaid.gov](mailto:rsahwani@usaid.gov)  
Phone: 97235114814  
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### Opportunity History

- **Original Synopsis**

Dec 09, 2009

8:12 am